

Department of Humanities
VSSUT, BURLA
COURSE HANDOUT

Subject: Professional English Communication

Credit: 4-0-0

Faculty Member: Dr. Prakash C Panda

Semester: 2nd Sem.

Course Objective: for developing the ability to communicate effectively in professional environment by enhancing their skills in communication.

Lesson Plan

Class No	Topics	Total No. Of Classes
Module: -1		
1	Introduction to the course	10
2	Fundamentals of Communication	
3	Communication process	
4	Patterns and Types of communication	
5	Barriers to communication-1	
6	Barriers to communication-2 Assignment-1	
7	Functions of Language	
8	Bias Free Language	
9	Plain English	
10	Formal and Informal English Assignment-2	
Module: -2		
11	Introduction to Communicative grammar	10
12	Time Tense and Aspect-1	
13	Time Tense and Aspect-2	
14	Verbs of State and Events Assignment- 3	
15	Active and Passive Voice	
16	Direct and Indirect Speech	
17	Auxiliaries	
18	Subject Verb Agreement	
19	Phrasal Verbs	
20	Grammar Review Assignment-4	
Class No	Topics	Total No. Of Classes
Module: -3		
21	Introduction to Sounds of English	
22	English Vowels	
23	English Consonants-1	
24	English Consonants-2	
25	Problem Sounds	
26	Consonant Clusters	

27	Syllable Division	10
28	Word Stress-1	
29	Word Stres-2	
30	Intonation Assignment-5	
Module: -4		
31	Introduction to Business and Official Writing	10
32	Paragraph Writings Basics	
33	Coherence-Cohesion	
34	Business Letters	
35	Business Reports	
36	Business Proposals Assignment-6	
37	Notice and Circulars	
38	Emails	
39	Business Meetings	
40	Cv/Resume writing Assignment-7	

TEXT BOOK

1. *Effective Technical Communication* by MA Rizvi (Tata McGraw Hill)
2. *Better English Pronunciation* By J.D.O. Conner(Cambridge University Press)
3. *A Communicative Grammar of English* by Leech and Svartik(Oxford University Press)

REFERENCE BOOKS

1. *Business Communication* By Ramchandran et al. (Macmillan)

All The Best